



ALAMEDA COUNTY TRANSPORTATION COMMISSION

# Sponsor Agency LBCE Program Semi-Annual Report Form



# Agenda



**LBCE Program Overview**



**LBCE Program Compliance**



**Reporting Requirements**



**Upcoming Opportunities**

## LBCE Program

### Contracts that are:

- Funded solely or partially with:
  - Measure F – Alameda County Vehicle Registration Fee (VRF)
  - Measure B
  - Measure BB
- Administered by Sponsor Agency with executed Project Funding Agreement (PFA)

## Exception to Goal Requirements

- Sponsor Agency self-performs work; **or**
- A Sponsor Agency may request to use its own local business preference program if such a program has been formally adopted by the Sponsor Agency's governing body.

**Substitution of the LBCE Program must be approved in writing by Alameda CTC prior to the advertisement of the contract.**

**\*\*\*The Disadvantaged Business Enterprise (DBE) Program requirements do not apply\*\*\***

## Project Sponsor/Sponsor Agency (Sponsor)

Any entity receiving Measure B, Measure BB, VRF, and/or other local funds from Alameda CTC to implement projects.

Please refer to the LBCE Program Policy's Appendix B for Responsibilities of Project Sponsors.

[www.alamedactc.org/contract-equity](http://www.alamedactc.org/contract-equity)

## Contract Goals

### Construction Contracts

> \$75,000
60.0% LBE Goal
20.0% SLBE Goal
Not Applicable
Meet Goals or Make GFE

### Professional Services Contracts

> \$75,000	> \$25,000 and ≤ \$75,000
70.0% LBE Goal	Not Applicable
30.0% SLBE Goal	Not Applicable
Not Applicable	30.0% VSLBE Goal
5.0% of Points for Each Goal Met	20.0% of Points for Goal Met

#### Contract Value

**LBE Goal**  
Local Business Enterprise

**SLBE Goal**  
Small Local  
Business Enterprise

**VSLBE Goal**  
Very Small Local  
Business Enterprise

#### Selection Process

# Construction Contracts:

## GFE Criteria & Required Documentation for Bidders

- 1 Attend pre-bid meeting: **5 pts**
- 2 Identify/break out work to be performed by LBEs, SLBEs, and VSLBEs: **15 pts**
- 3 Advertise not less than 10 business days before the bid opening date in various media/publications: **10 pts**
- 4 Issue written notice to LBEs and SLBEs with items of work within 5 calendar days after pre-bid meeting: **15 pts**
- 5 Follow up with firms to determine whether they are interested in performing: **20 pts**
- 6 Provide a list of all LBEs and SLBEs to which project plans, specs, and requirements were made available: **5 pts**
- 7 Advise and make efforts to assist firms in obtaining (1) lines of credit or (2) insurance: **5 pts**
- 8 Provide evidence of negotiations and reasoning if LBE or SLBE bids are rejected: **25 pts**

# Professional Services Contracts:

## Applicable Credits for Contract Award

Sample for LBE and SLBE goals:

SELECTION CRITERIA	POINTS
1. Understanding the Required Scope of Work.	20
2. Expertise.	20
3. Management Plan.	20
4. Staffing Plan and Availability.	20
5. Ability to Meet or Exceed Applicable LBE and SLBE Goals.	10 (5 for each goal)
Total Points:	100

### LBE and SLBE Goals: > \$75,000

Five percent (5.0%) of the total evaluation points for each goal, for a total of ten percent (10.0%).

### VSLBE Goal: > \$25,000 and < \$75,000

Twenty percent (20.0%) of the total evaluation points.

# SPONSOR AGENCY REPORTING



A Contractor or Consultant can complete the Semi-Annual Report Form; however, the Sponsor Agency does need to review and verify the form is accurate.

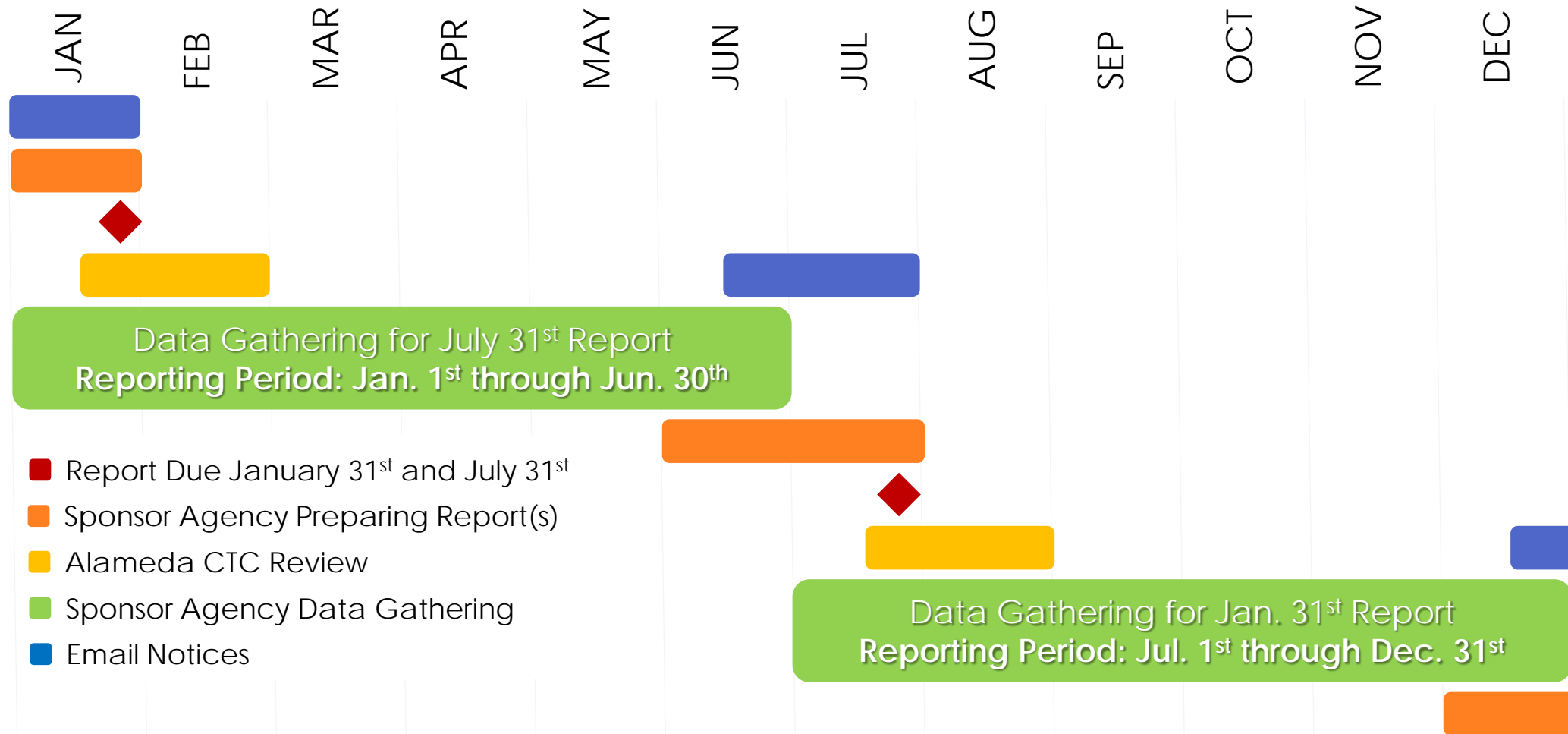
The Semi-Annual Report Form needs to be submitted to [LBCereport@alamedactc.org](mailto:LBCereport@alamedactc.org) to be reviewed by Alameda CTC.

Alameda CTC is available to schedule 1-on-1 trainings with Sponsor Agencies to provide instruction on how to complete the Semi-Annual Report Form.

The Semi-Annual Report Forms are due by **January 31** for the July 1 through December 31 reporting period and **July 31** for the January 1 through June 30 reporting period.



# Reporting Schedule



# Upcoming Reporting Schedule

## Performance Period: July 1<sup>st</sup> thru December 31<sup>st</sup>

- Sponsor Agencies collect budget and payment data on project funding agreements (PFAs) which are solely or in part by VRF, Measure B and/or Measure BB funds from July 1, 2023 through December 31, 2023.

## Alameda CTC Email Notices

- Alameda CTC sends an email notice to the Sponsor Agencies of the upcoming reporting cycle.

## Sponsor Semi-Annual Report Form Preparation

- Sponsor Agencies begin preparing reports on January 1<sup>st</sup>.

## Sponsor Semi-Annual Report Form Submittals

- Sponsor Agencies submit Sponsor Semi-Annual Report Form by January 31<sup>st</sup>.

Sponsor  
Semi-Annual  
Report Form(s)  
Due: January 31<sup>st</sup>



# Reporting Requirements

## Breakdown of Sections

### SECTION I. PROJECT SPONSOR AGENCY/ENTITY

- Sponsor Name
- Project Funding Agreement (PFA)
- Semi-Annual Report Cycle
- Consultant/Contractor Tracking
- Sponsor Representative Name
- Sponsor Representative Phone #
- Sponsor Representative E-mail

### SECTION II. CONSULTANT/CONTRACTOR CONTRACT DETAIL

- Prime Consultant/Contractor
- Contract Agreement No.
- Total Contract Budget
- Contract Category
- Project Title
- Scope of Work
- Contract Start Date
- Contract End Date
- Contract Close Out Date
- State and/or Federal Funding Used

### Check IF APPLICABLE

- LBCE Program was substituted for another program
- No payments were made this reporting period for this contract



#### SPONSOR SEMI-ANNUAL REPORT FORM: PRIME CONSULTANT/CONTRACTOR LBE, SLBE, AND VSLBE TRACKING

Submit each complete, signed form semi-annually by January 31 and July 31 of each year to: [LBCReport@alamedact.org](mailto:LBCReport@alamedact.org)

**SECTION I. PROJECT SPONSOR AGENCY/ENTITY ("SPONSOR") DETAIL**

Sponsor: \_\_\_\_\_ Sponsor Representative Name: \_\_\_\_\_  
 Project Funding Agreement (PFA) No.: \_\_\_\_\_ Sponsor Representative Phone No.: \_\_\_\_\_  
 Semi-Annual Report Cycle (check one):  January  July Sponsor Representative E-mail: \_\_\_\_\_  
 Consultant/Contractor Tracking N/A:  This PFA did not fund any consultant/contractor contract (if checked, skip Section II below).

**SECTION II. CONSULTANT/CONTRACTOR CONTRACT DETAIL**

Prime Consultant/Contractor: \_\_\_\_\_ Contract Start Date: \_\_\_\_\_  
 Contract Agreement No.: \_\_\_\_\_ Contract End Date: \_\_\_\_\_  
 Total Contract Budget: \_\_\_\_\_ Contract Close Out Date: \_\_\_\_\_  
 Contract Category: \_\_\_\_\_ State and/or Federal Funding Used: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Scope of Work: \_\_\_\_\_

Check the following if applicable:

LBCE Program Substitution:  LBCE Program was substituted for another local program  
 Payment:  No payments were made this reporting period for this contract.

Total LBE, SLBE, and VSLBE Contract Budget and Payment Information (add additional rows as needed for subs):

Prime and Subconsultant/Subcontractor	Tier (P, 1, 2, or 3)	LBE	SLBE	VSLBE	Contract/ Subcontract Budget (all fund sources)	Total Paid This Period (all fund sources)	Total Paid-to-Date <sup>1</sup> (all fund sources)	Remaining Budget (all fund sources)
Prime Consultant/Contractor	P							\$0.00
Sub 1								\$0.00
Sub 2								\$0.00
Sub 3								\$0.00
Sub 4								\$0.00
Sub 5								\$0.00
Sub 6								\$0.00
Sub 7								\$0.00
Sub 8								\$0.00
Sub 9								\$0.00
Sub 10								\$0.00
Sub 11								\$0.00
<b>TOTAL (\$):</b>					\$0.00	\$0.00	\$0.00	\$0.00
<b>LBE Total (%):</b>					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>SLBE Total (%):</b>					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>VSLBE Total (%):</b>					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

**Tier Legend:**  
 P = Prime Contractor  
 1 = Tier 1 Subcontractor  
 2 = Tier 2 Subcontractor  
 3 = Tier 3 Subcontractor

**Certification Legend:**  
 LBE = Local Business Enterprise  
 SLBE = Small Local Business Enterprise  
 VSLBE = Very Small Local Business Enterprise

**Resources:**  
 Certification List: [www.alamedact.org/contract-equity](http://www.alamedact.org/contract-equity)

1. "Total Paid-to-Date" through the applicable period end of December 31 (submit form by January 31) or June 30 (submit form by July 31).

**REQUIRED COMMENTS AND CORRECTIVE ACTION PLAN** - For each unmet goal, please provide (1) an explanation for why the goal was not met and (2) a correction action plan (e.g., specify actions already undertaken to meet the goal and identify means to increase participation to achieve the goal, including detailing a timeline for implementation):

---

I certify that this form is accurate and complete, and all information herein is in compliance with the Project Funding Agreement.

\_\_\_\_\_  
 Sponsor Representative Signature

\_\_\_\_\_  
 Date

## LBCE Program Substitution & Payment

Check the following if applicable:

LBCE Program Substitution:

Payment:

<input type="checkbox"/>	LBCE Program was substituted for another local program
<input type="checkbox"/>	No payments were made this reporting period for this contract.

### LBCE Program Substitution

- Select the checkmark from the dropdown menu if the LBCE Program was substituted for another local preference program.

### Payment

- Select the checkmark from the dropdown menu if no payments were made this reporting period for the contract.

# Sponsor Semi-Annual Report Form: Contractor/Consultant Information

Total LBE, SLBE, and VSLBE Contract Budget and Payment Information (add additional rows as needed for subs):

Prime and Subconsultant/Subcontractor	Tier (P, 1, 2, or 3)	LBE	SLBE	VSLBE	Contract/ Subcontract Budget (all fund sources)	Total Paid This Period (all fund sources)	Total Paid-to-Date <sup>1</sup> (all fund sources)	Remaining Budget (all fund sources)
Prime Consultant/Contractor	P							\$0.00
Sub 1								\$0.00
Sub 2								\$0.00
Sub 3								\$0.00
Sub 4								\$0.00
Sub 5								\$0.00
Sub 6								\$0.00
Sub 7								\$0.00
Sub 8								\$0.00
Sub 9								\$0.00
Sub 10								\$0.00
Sub 11								\$0.00
<b>TOTAL (\$):</b>					\$0.00	\$0.00	\$0.00	\$0.00
<b>LBE Total (%):</b>					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>SLBE Total (%):</b>					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>VSLBE Total (%):</b>					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

**Tier Legend:**  
 P = Prime Contractor  
 1 = Tier 1 Subcontractor  
 2 = Tier 2 Subcontractor  
 3 = Tier 3 Subcontractor

**Certification Legend:**  
 LBE = Local Business Enterprise  
 SLBE = Small Local Business Enterprise  
 VSLBE = Very Small Local Business Enterprise

**Resources:**  
 Certification List:  
[www.alamedactc.org/contract-equity](http://www.alamedactc.org/contract-equity)

1. Total Paid-to-Date through the applicable period end of December 31 (submit form by January 31) or June 30 (submit form by July 31).

## Prime and Subconsultant/ Subcontractor

- Businesses incurring costs and/or performing work under the agreement between the sponsor and prime consultant/contractor
- 1 name per row for each business

**\*1 PRIME per report form**

## Tier (P, 1, 2, or 3)

- Enter the tier for the business listed.

## LBE/ SLBE / VSLBE

- Enter "X" if the business listed is a Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), and/or Very Small Local Business Enterprise (VSLBE) per Alameda CTC's List of Certified Firms.
- Alameda CTC's List of Certified Firms: [www.alamedactc.org/contract-equity](http://www.alamedactc.org/contract-equity).

# Sponsor Semi-Annual Report Form:

## Budget and Payment Data

Total LBE, SLBE, and VSLBE Contract Budget and Payment Information (add additional rows as needed for subs):

Prime and Subconsultant/Subcontractor	Tier (P, 1, 2, or 3)	LBE	SLBE	VSLBE	Contract/ Subcontract Budget (all fund sources)	Total Paid This Period (all fund sources)	Total Paid-to-Date <sup>1</sup> (all fund sources)	Remaining Budget (all fund sources)
Prime Consultant/Contractor	P							\$0.00
Sub 1								\$0.00
Sub 2								\$0.00
Sub 3								\$0.00
Sub 4								\$0.00
Sub 5								\$0.00
Sub 6								\$0.00
Sub 7								\$0.00
Sub 8								\$0.00
Sub 9								\$0.00
Sub 10								\$0.00
Sub 11								\$0.00
<b>TOTAL (\$):</b>					\$0.00	\$0.00	\$0.00	\$0.00
<b>LBE Total (%):</b>					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>SLBE Total (%):</b>					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>VSLBE Total (%):</b>					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

**Tier Legend:**  
 P = Prime Contractor  
 1 = Tier 1 Subcontractor  
 2 = Tier 2 Subcontractor  
 3 = Tier 3 Subcontractor

**Certification Legend:**  
 LBE = Local Business Enterprise  
 SLBE = Small Local Business Enterprise  
 VSLBE = Very Small Local Business Enterprise

**Resources:**  
 Certification List:  
[www.alamedactc.org/contract-equity](http://www.alamedactc.org/contract-equity)

1. "Total Paid-to-Date" through the applicable period end of December 31 (submit form by **January 31**) or June 30 (submit form by **July 31**).

### Contract/Subcontract Budget (all fund sources)

- Enter the budgeted amount to each business (i.e., contract value).

### Total Paid This Period (all fund sources)

- Enter the total amount paid to each business.

July 31<sup>st</sup> Submittal: January 1<sup>st</sup> thru June 30<sup>th</sup>

January 31<sup>st</sup> Submittal: July 1<sup>st</sup> thru December 31<sup>st</sup>

### Total Paid-to-Date (all fund sources)

- Enter the total amount paid-to-date to each business.

## Sponsor Semi-Annual Report Form:

### Comments Section

**REQUIRED COMMENTS AND CORRECTIVE ACTION PLAN** - For each unmet goal, please provide (1) an explanation for why the goal was not met and (2) a correction action plan (e.g., specify actions already undertaken to meet the goal and identify means to increase participation to achieve the goal, including detailing a timeline for implementation):

I certify that this form is accurate and complete, and all information herein is in compliance with the Project Funding Agreement.

Sponsor Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

- Enter comments regarding the prime contract (i.e., anticipated award date, status update on prime contract, types of funding used), LBE, SLBE, and/or VSLBE utilization deficiencies, and corrective action.
- Once the report form is finalized, pdf the form and sign and date the form to certify that the information on this form is accurate and complete, and all information is in compliance with the Project Funding Agreement (PFA).

# Reporting Requirements

## Key Takeaways to Complete Report Form

### 1 Sponsor Semi-Annual Report Form = 1 Prime

A Project Funding Agreement (PFA) may have multiple prime contractors or consultants. The number of primes working under the PFA is the number of Sponsor Semi-Annual Report Forms that need to be prepared and submitted.

### Budget & Payment Data includes All Funding Sources

A project or contract executed under a Project Funding Agreement (PFA) may have multiple funding sources. Regardless of the additional funding sources budgeted or utilized for the project or contract, a Sponsor Semi-Annual Report Form will need to be submitted if a Project Funding Agreement is executed.

### [LBCReport@alamedactc.org](mailto:LBCReport@alamedactc.org) for Questions

If the Sponsor Agency has questions regarding the Sponsor Semi-Annual Report Form, please contact [LBCReport@alamedactc.org](mailto:LBCReport@alamedactc.org). Staff are available to schedule 1-on-1 meetings to assist with preparing report form(s).



**SPONSOR SEMI-ANNUAL REPORT FORM: PRIME CONSULTANT/CONTRACTOR LBE, SLBE, AND VSLBE TRACKING**  
 Submit each complete, signed form semi-annually by January 31 and July 31 of each year to: [LBCReport@alamedactc.org](mailto:LBCReport@alamedactc.org)

**SECTION I. PROJECT SPONSOR AGENCY/ENTITY ("SPONSOR") DETAIL**

Sponsor: \_\_\_\_\_ Sponsor Representative Name: \_\_\_\_\_  
 Project Funding Agreement (PFA) No.: \_\_\_\_\_ Sponsor Representative Phone No.: \_\_\_\_\_  
 Semi-Annual Report Cycle (check one):  January  July Sponsor Representative E-mail: \_\_\_\_\_  
 Consultant/Contractor Tracking N/A:  This PFA did not fund any consultant/contractor contract (if checked, skip Section II below).

**SECTION II. CONSULTANT/CONTRACTOR CONTRACT DETAIL**

Prime Consultant/Contractor: \_\_\_\_\_ Contract Start Date: \_\_\_\_\_  
 Contract Agreement No.: \_\_\_\_\_ Contract End Date: \_\_\_\_\_  
 Total Contract Budget: \_\_\_\_\_ Contract Close Out Date: \_\_\_\_\_  
 Contract Category: \_\_\_\_\_ State and/or Federal Funding Used: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Scope of Work: \_\_\_\_\_

Check the following if applicable:

LBCCE Program Substitution:  LBCCE Program was substituted for another local program  
 Payment:  No payments were made this reporting period for this contract.

**Total LBE, SLBE, and VSLBE Contract Budget and Payment Information (add additional rows as needed for subs):**

Prime and Subconsultant/Subcontractor	Tier (P, 1, 2, or 3)	LBE	SLBE	VSLBE	Contract/ Subcontract Budget (all fund sources)	Total Paid This Period (all fund sources)	Total Paid-to-Date <sup>1</sup> (all fund sources)	Remaining Budget (all fund sources)
Prime Consultant/Contractor	P							\$0.00
Sub 1								\$0.00
Sub 2								\$0.00
Sub 3								\$0.00
Sub 4								\$0.00
Sub 5								\$0.00
Sub 6								\$0.00
Sub 7								\$0.00
Sub 8								\$0.00
Sub 9								\$0.00
Sub 10								\$0.00
Sub 11								\$0.00
<b>TOTAL (\$):</b>					\$0.00	\$0.00	\$0.00	\$0.00
LBE Total (%):					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
SLBE Total (%):					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
VSLBE Total (%):					#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

**Tier Legend:**  
 P = Prime Contractor  
 1 = Tier 1 Subcontractor  
 2 = Tier 2 Subcontractor  
 3 = Tier 3 Subcontractor

**Certification Legend:**  
 LBE = Local Business Enterprise  
 SLBE = Small Local Business Enterprise  
 VSLBE = Very Small Local Business Enterprise

**Resources:**  
 Certification List: [www.alamedactc.org/contract-equity](http://www.alamedactc.org/contract-equity)

<sup>1</sup> "Total Paid-to-Date" through the applicable period end of December 31 (submit form by January 31) or June 30 (submit form by July 31).

**REQUIRED COMMENTS AND CORRECTIVE ACTION PLAN** - For each unmet goal, please provide (1) an explanation for why the goal was not met and (2) a correction action plan (e.g., specify actions already undertaken to meet the goal and identify means to increase participation to achieve the goal, including detailing a timeline for implementation):

I certify that this form is accurate and complete, and all information herein is in compliance with the Project Funding Agreement.

Sponsor Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



To have your opportunities advertised by Alameda CTC,  
please share the following information:

### Advertisement Timeframe

Bid/proposal release date, pre-bid meeting date, bid/proposal due date, and bid/proposal opening date

### Procurement Type

Professional Services or Construction

### Contact Information

Agency staff contact information for questions regarding the opportunity

### Project Name

Name of the project that can be searched by interested bidders or proposers on the agency's procurement portal

### Brief Project Scope

Brief summary of the scope anticipated to be provided or performed by the bidder/proposer

### Specific Services

If applicable, the specific services needed for the opportunity

[www.alamedactc.org/contracting-opportunities](http://www.alamedactc.org/contracting-opportunities)



**Thank you for your time!**

## Contract Equity Team

**E.W. Cheng**, Manager of Procurement and Information Technology  
[Echeng@AlamedaCTC.org](mailto:Echeng@AlamedaCTC.org)

**Nicole Chang**, DBE/LBCE Analyst (Consultant)  
[Nchang@AlamedaCTC.org](mailto:Nchang@AlamedaCTC.org)

**For Certification:**  
[Certification@AlamedaCTC.org](mailto:Certification@AlamedaCTC.org)

**For LBCE Reporting and Upcoming Opportunities:**  
[LBCEreport@AlamedaCTC.org](mailto:LBCEreport@AlamedaCTC.org)

